Department of Veterans Affairs								T	ASI	< LI	ST											
NAME	DATE				WORKING TITLE															GRADE		
NOTE: The information you supply on this form will be used by you	our supe	ervisor	or an	analys	t in cl	narting	g the v	vork d	istribu	ition c	of you	r unit.										
		1ST Fotal of	DAY 8 hou	2ND DAY				rs)	3RD DAY (Total of 8 hours)				4TH DAY (Total of 8 hours)				5TH DAY (Total of 8 hours)			·s)	TOTAL 5-DAY	
TASKS (Record each specific task as you perform it during the day, rather than at the beginning or end of the study. Please be as accurate as possible. Do not record personal time, but spread it across major tasks.)	MINUTES SPEND ON EACH TASK		ON	TOTAL HOURS (Sum of min. to nearest 1/2 hour)	SF	MINUTES SPEND ON EACH TASK		TOTAL HOURS (Sum of min. to nearest 1/2 hour)	MINUTES SPEND ON EACH TASK		ON	TOTAL HOURS (Sum of min. to nearest 1/2 hour)	MINUTES SPEND ON EACH TASK		N	TOTAL HOURS (Sum of min. to nearest 1/2 hour)	MINUTES SPEND ON EACH TASK		S ON SK	TOTAL HOURS (Sum of min. to nearest 1/2 hour)	PERIOD (Total of 40 hours)	
TOTAL																						

	EXAMPLE
	Channel and a second of home according wight consists of the first first first day against Note how the minutes are accorded and
	Shown below is an example of how a secretary might complete a Task List for a five day period. Note how the minutes are recorded and
	then converted into hours also how figures are totaled across and down.
1	